

## **The Bishops' Blue Coat CE High School**

### **Job Description - Examinations and Data Administrator**

**Role:** Examinations and Data Administrator

**Salary:** Academy Grade 5 (point 6 -11 £25,183 - £27,269) pro-rata £22,286 -£24,678

**Hours:** 37 hours a week, term time plus 1 week to cover the examination results period

Monday to Thursday - 8.30am to 4.30pm, Friday - 8.30am to 4.00pm with commitment to flex these hours to support exam arrangements during periods of external examinations.

#### **Main purpose of the role is to:**

- Work with the Data Manager and the main office to provide senior management with data required on examinations, assessments and target setting, and DfE data requirements such as the school census.
- Work with the Exams Officer to be responsible for the management, organisation and smooth running of the examination process both internal and external exams

The time allocation between the two roles will be roughly equal although flexible to meet the requirements of the role

Management: The post holder will be line managed by the Exams officer for the exams assistant aspect of the role and by the IT and Data Manager for the data aspect of the role and this management will be overseen by the Business Manager

#### **Main duties and responsibilities**

##### **Data aspects of role:**

- Under the guidance of the Data Manager, to review and enhance school assessment and reporting processes.
- Utilise SIMS to generate and customise reports to meet organisational requirements.
- Assist in maintaining and updating the assessment module within SIMS.
- Support the preparation of reports using school MIS and software tools such as Excel
- Conduct data analysis, verification, and preparation of assessment data to ensure accuracy.
- Facilitate the creation, distribution, and printing of student reports as needed.
- Provide data support to staff by delivering information in formats tailored to their needs.
- Contribute to quality assurance efforts by conducting thorough data completion checks.
- Obtain baseline student data and assist in setting targets within the school database.
- Ensure timely entry of Year 6 data into SIMS and other systems for the new academic year and mid-year admissions.
- Collaborate with the KS3 transition team to facilitate a seamless transition for students from primary to secondary school.
- Prepare and deliver reports on school roll and admission changes to the Headteacher as needed.
- Collaborate with the Data Manager to create and manage data mark sheets using SIMS.
- Assist in managing school rewards data and processes under the guidance of the Data Manager.
- Support school census activities related to both student and staff data collection.
- Produce various analysis data sets following reporting window data collection completion.

##### **Exams aspects of role**

- Work with the exams officer to co-ordinate and administer the exams entry process, liaising with staff, students and exam boards, resolving queries and problems
- To assist the exams officer in recruiting, training and managing the team of exam invigilators to ensure appropriate coverage.
- Assist in compiling examination data and preparing examination-related documents such as timetables and seating plans.

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- Act as a lead exam invigilator during exams, ensuring compliance with exam regulations. This will include opening and sorting external exam papers in accordance with regulations from 7.30am during external examinations.
- Provide administrative support during internal and external exam periods, including during the exam results periods. Managing the collection and dispatch of exam scripts, ensuring accuracy and security in accordance with exam regulations
- Aid in the organisation and distribution of exam certificates to students.
- Deputise in the absence of the examinations officer and support examination contingency procedures.
- Ensure compliance at all times to the JCQ examination regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times, reporting any issues that arise such as candidate queries, emergencies, or misconduct to the Exams Officer or Head of Centre.

### **General**

- Supervision of students at lunchtime as part of staff duty rota and occasionally at other times as required.
- Provision of first aid assistance (training will be provided if required).
- Attend and participate in relevant meetings, training, learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Be responsible for your own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Head Teacher/Business Manager from time to time, up to or at a level consistent with the principal responsibilities of the job

**The Bishops' Blue Coat CE High School**  
**Job Description - Examinations and Data Administrator**

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
▪ Honesty	✓	
▪ Integrity	✓	
▪ Calmness under pressure	✓	
▪ Interact with others in a positive way	✓	
▪ Flexibility (to work with and support other teams at quiet times of the year for exams)	✓	
▪ Work with a high degree of accuracy	✓	
▪ Work without close supervision	✓	
▪ Work well both as part of a team and independently, demonstrating initiative to suggest ideas to make improvements)	✓	
▪ Effective interpersonal skills working with a range of internal and external stakeholders	✓	
▪ Educated to A level or NVQ3 level	✓	
▪ Able to support the Christian ethos of this Church of England High School	✓	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
• Working in an administration environment	✓	
• Managing own workload	✓	
• Completing tasks to deadlines	✓	
• Working in a school/college environment		✓
• Managing the examination process within an educational setting		✓
• Working on several different projects/areas at the same time	✓	
• Dealing with confidential matters	✓	
• Using online tools	✓	
• Complying with the requirements of regulatory bodies		✓
• Advising senior leadership teams		✓
• Managing staff		✓
• Budget management		✓
• Working with databases and managing data input	✓	

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<ul style="list-style-type: none"> <li>Using a management information system (MIS) within an educational setting or equivalent</li> </ul>		✓
<ul style="list-style-type: none"> <li>Safer recruitment trained</li> </ul>		✓
<b>Knowledge skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Communicate clearly and concisely both orally and in writing</li> </ul>	✓	
<ul style="list-style-type: none"> <li>High standard of verbal and written communication skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proficient in the use of a range of IT software packages</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Analyse data</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Follow relevant policies, procedures and regulation to complete work</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Manage and maintain the integrity and confidentiality of the exams system</li> </ul>		✓
<ul style="list-style-type: none"> <li>Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent</li> </ul>		✓
<ul style="list-style-type: none"> <li>Aware of current developments in the secondary school/college curriculum and examination systems</li> </ul>		✓
<ul style="list-style-type: none"> <li>Aware of qualifications contributing to performance tables (school and/or college performance measures)</li> </ul>		✓
<ul style="list-style-type: none"> <li>Undertake relevant training and development opportunities</li> </ul>		✓
<ul style="list-style-type: none"> <li>Adapt quickly to changes to regulations and processes</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Deal with enquiries in a professional and sensitive manner</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)</li> </ul>	✓	
<ul style="list-style-type: none"> <li>First Aid Qualification</li> </ul>		✓